

TROUBLE SAVING TIPS

March 15, 2004

*** OPEHI Transaction File Not Renamed ***

Program(s): Health Insurance Enrollment Maintenance.

Trouble: Transaction files containing only records that can't be imported, will not be renamed and will continue to be displayed as a file to be imported to Enrollment Maintenance. The Benefit Coordinator will be prompted to load a file that actually does not need to be loaded. If payrolls are generated and this file has not been renamed, needless messages at generation will indicate a need to import this file to the payroll clerk.

Conditions: This issue occurs when OPEHI submits a transaction record file containing no information that can be imported. This occurs when transactions are for employees that are not active in the payroll master file or for employees that have never been in the district's payroll master file.

Resolution: This file issue will be corrected in future code changes, but in the meantime:

If a transaction file sent to a district contains no records that can be imported, the file is not renamed. The screen below is displayed over the import file screen after requesting that an import be applied. Write down the name of the file that has not been renamed. The file name continues to be named as **OPHXXX.00S** but it needs to be renamed to **OPTXXX.00S** so that the file does not continue to be displayed as needing to be imported. The **XXX** represents the district number and the **S** represents the sequence number.



Note: The following commands must be run by a MUNIS user that has permission to log in to the RS6000 as Root.

Connect to the RS6000 from a PC terminal and log in as **root**.

At the "\$" prompt, type **cd /fms/munis/spooldir** and press **Enter**.

At the "\$" prompt, type **mv OPHXXX.00S OPTXXX.00S** and press **Enter**.

Type **exit** to logout as **root**.

***** OPEHI Transactions with No Change in Coverage *****

Trouble: Transaction records for changes that occur at OPEHI but not in MUNIS are currently being submitted with the transaction files. For a short period of time, there will be records sent for all changes made, whether or not a change was made to a MUNIS data item. If there are no changes in the MUNIS record it is because some other non-critical data element was changed.

Resolution: This issue will be corrected in future code changes, but in the meantime you can choose to either delete the record that is sent with no coverage change or insert it. Since the record will not cause a change in coverage, the remittance will not be impacted.

***** OPEHI Records on the Snapshot File for TERMED Flex Plan Employees *****

Trouble: On the snapshot file the district might find records for “flex plan” employees whose health insurance has been terminated in MUNIS but not at OPEHI. Remittance file records sent to School Finance with Termed Flex Plan employees are sent to the Flex Plan carriers, not to OPEHI. Update Forms should be sent to OPEHI in order to Term the OPEHI records. Apparently some benefit coordinators knew to send these forms for flex plan terms to OPEHI and some did not.

Resolution: The new process will generate a term file to be sent to OPEHI for all termed records. However, OPEHI needs an Update Form for those termed flex plan employees still appearing on the OPEHI snapshot file.